

Instructions for Accessing UVMHN Cornerstone LMS Regulatory and Epic Training

Set up your UVMHN Network Account

- ✓ If you already have an active M# assigned to you because you are an employee or in a similar role, use your existing account to access Cornerstone.
- ✓ **Your default PIN is the last 4 digits of your UVM 95#.** You may view your 95# in OASIS (account>edit account information) or find it in your myUVM portal.
- ✓ Once your M# is assigned, contact the UVMHN IT Support Center (802-847-1414) for your initial password. You will need your PIN to complete this step.
- ✓ Set up [UVMHN Multifactor Authentication](#) (MFA). If you need help with this, call 802-847-1414 and the Support Center will help you.

Log in to UVMHN Cornerstone LMS

- ✓ Be sure you are using a device where the operating system and browser is updated to the most recent version. Laptops and desktops are preferred but tablets will also work.
- ✓ Go to <https://uvmhealth.csod.com/samldefault.aspx>
- ✓ You will be prompted to enter your UVMHN network credentials. Depending on what you were provided, use either **M#@uvmhealth.org** or **FirstName.LastName@uvmhealth.org**
- ✓ Enter your password.
- ✓ Confirm your access using Multifactor Authentication.
- ✓ Once you are logged into Cornerstone, navigate to your transcript: Learning menu > View Your Transcript option.
- ✓ You may need to wait 24 hours for enrollment processes to complete. If you do not see courses you need to complete appear after 24 hours from your first login to Cornerstone, contact the UVMHN IT Support Center and provide, to the best of your knowledge, course titles that you were expecting. Some examples:
 - HN Annual Education
 - Epic training for Medical Student

*****Please contact the UVMHC Support Center at 802-847-1414 with questions*****

Frequently Asked Questions

Q: "IT folks were unable to find a student Cornerstone account for me"

A: It may be one of the following:

- Your Cornerstone account has not been created yet. Try logging in again the next business day.
- You are a current UVMHN employee. Use those credentials to log into Cornerstone. MFA will still need to be set up.
- You were a former employee/student that needs to have your Cornerstone account reactivated and updated.

The UVMHN IT Support Center representative will create an incident and communicate it to the team to confirm the situation and will update you via ServiceNow.

Q: "IT is unable to locate my account and M#"

A: Your network access (i.e., M#) hasn't been created yet. Once that is done, the Cornerstone team will be identified to activate your account in Cornerstone.

Q: "I hadn't been added as an external user by Cornerstone"

A: See the answer to the first question above.